



**State of New Jersey  
Board of Public Utilities**

**ANTICIPATED JOB VACANCY**

**JOB POSTING #: 11-15**

**TITLE:** Director, Division of Administration

**SALARY:** \$96,322.28 - \$134,846.68

**EXISTING VACANCIES:** One (1)

**DIVISION/LOCATION:** Board of Public Utilities  
Division of Administration

**DESCRIPTION:** Under the direction of the Chief of Staff and the President of the Board of Public Utilities responsible for the day to day management and supervision of Human Resources, Equal Employment Opportunity/Affirmative Action, Office Services, Labor and Employee Relations, BPU Supplier Diversity Development Council (SDDC), and Training.

Directing and managing staff who are responsible for personnel and payroll services, employee safety issues, training plans, health benefits counseling, obtaining and allocating space, upgrading telephone system, procuring vehicles, mail delivery, and compliance with civil rights laws, labor laws, regulations involving Conscientious Employee and Homeland Security.

The Director of Administration is responsible for administration of the grievance and disciplinary programs, development and implementation of policies and procedures in accordance with applicable laws, statutes and regulations.

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree.

**EXPERIENCE:** Five (5) years of experience in administrative work involving personnel, fiscal, and general administrative activities in a large business or government organization, three (3) years of which shall have been in a supervisory capacity.

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**NOTE:** A Master's degree in Personnel Administration, Business Administration, Public Administration, Accounting, or other relevant field may be substituted for one (1) year of nonsupervisory experience.

Demonstrated managerial skills, including such factors as interpersonal skills, decision-making, problem analysis and creative thinking, administrative judgment, delegation, managerial or financial control, interdepartmental cooperation/liaison, development of subordinates and organizational awareness are required. Good communication skills and leadership skills necessary.

**OPEN TO THE FOLLOWING:** All NJ Residents

**NOTE: RESIDENCY LAW:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

**The State of New Jersey is an Equal Opportunity Employer.**

**PLEASE FORWARD RESUMES VIA MAIL OR EMAIL:**

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